

State of Hawaii

Job Description

Youth Corrections Trainer

(Position Description, Class Specification & Minimum Qualification Requirements)

Youth Corrections Trainer

CO-08

3.612

Function and Location

Functions as a trainer responsible for conducting and coordinating training courses and activities for Youth Corrections Officers and Supervisors and other staff at the Hawaii Youth Correctional Facility (HYCF).

Key Duties and Responsibilities

1. Conduct new employee pre-service basic training and in-service annual training classes for Youth Corrections Officers and Supervisors. Training topics include departmental and facility policies and procedures; juvenile justice system; Youth Corrections Officer and Supervisor work assignments; security procedures; use of force techniques; suicide and self-harm prevention; youth development theory; behavioral management; de-escalation and crisis intervention techniques; cottage management system and the roles of the Youth Corrections Officer and Supervisor; sexual harassment prevention; cardio pulmonary resuscitation (CPR); first aid; incident reporting; and other relevant topics.
2. Test and evaluate the progress of Youth Corrections Officers and Supervisors during training; provide assistance and feedback; and make recommendations for advancement through the training modules.
3. Prepare lesson plans, and training and instructional aides to implement training.
4. Review and discuss departmental standards, policies, procedures, mandates, inspection and evaluation reports, and problematic employee performance issues with management and staff, and make recommendations to develop new and/or update training, courses, schedules, priorities, procedures, and plans.
5. Coordinate training and schedules and set-up training sites, equipment, and necessary materials for the classes.
6. Receive training and obtain certificates and qualifications necessary to conduct training classes.
7. Write reports, memos, procedures, and lesson plans.

State of Hawaii

Job Description

Youth Corrections Trainer

(Position Description, Class Specification & Minimum Qualification Requirements)

Other Duties

In addition to the key duties and responsibilities, this position may:

Attend facility meetings to discuss matters relating to training; establish working relationships with colleagues, trainers, and consultants to keep abreast of current trends in the youth corrections field and training matters; prepare and keep training attendance records and files; maintain the inventory of training supplies and equipment and recommend items to purchase; and perform other related duties as assigned.

The correctional facility operates on a 24-hour coverage basis and this position may also supervise and participate in providing care, custody, and control, and assist in the adjustment and redirection of juvenile wards in a youth correctional setting, and in providing security for a functional area at a youth correctional facility, on an as needed emergency or relief basis during critical staff shortages, on any shift, including weekends and holidays.

Knowledge and Abilities Used in Performing Key Duties at the Full Performance Level

In addition to the required prerequisite knowledge and abilities:

Knowledge of pertinent federal and State laws and standards; departmental rules, policies, and procedures; HYCF organization and functions, programs, policies and procedures; HYCF basic training and refresher courses for Youth Corrections Officers and Supervisors; applicable collective bargaining agreements; contacts and resources in the youth corrections field; training fundamentals including a variety of teaching aides, instructional methods, classroom management techniques, components of lesson plans, and adult learning theories and practices; and use and care of training equipment and materials.

Ability to: Independently coordinate and conduct training activities, adapt lesson plans; maintain records of training conducted; compose memos, reports, letters; plan and organize training sessions to address lesson plan, participants, site, equipment, materials, time management; make presentations before groups; maintain/set up equipment; complete required reports, and communicate and work effectively with staff, others in the department, and other agencies.

State of Hawaii

Job Description

Youth Corrections Trainer

(Position Description, Class Specification & Minimum Qualification Requirements)

Controls Exercised over the Work

Work assignments, guidance, and oversight are provided by the Facility Administrator. Other controls include departmental rules and regulations, departmental and facility policies and procedures, Standards of Conduct, collective bargaining agreements, memoranda of agreements, and national corrections standards.

Instructions Provided: The HYCF Administrator assigns work and provides general instructions and specific guidance on unusual problems.

Assistance Provided: The Personnel Management Specialist (Trainer) at the facility provides guidance on preparing lesson plans and conducting training activities.

Review of Work: Work performance is reviewed to ensure conformance with applicable facility and administrative rules, regulations and directives; department and agency policies and procedures; and goals and objectives of the training program. Training conducted by the position is reviewed to ensure training goals and lesson objectives are met.

Pre-requisite Qualifications Required

Education and Essential Knowledge and Abilities: Two (2) years of Youth Corrections Officer experience at the full performance level, which demonstrated knowledge of youth correctional facility policies and procedures; standards of conduct; classification of wards and their rights; procedures relating to youth corrections security, safety, emergency response, contraband, use of force on juveniles, transporting wards, and incident report writing; and the ability to communicate effectively to supervise wards and prepare reports; and learn and apply training related concepts, practices, and/or techniques.

Other requirements

1. Be able to work on any shift, seven days a week, including all holidays.
2. Possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.
3. Attend work regularly.

State of Hawaii

Job Description

Youth Corrections Trainer

(Position Description, Class Specification & Minimum Qualification Requirements)

Physical Requirements: Employees must be physically able to demonstrate physical training exercises and the methods used in performing Youth Corrections Officer tasks. The general types of physical abilities involved and examples of tasks requiring these abilities follows:

Sensory: Observe wards and activities on facility grounds; distinguish colors in locating contraband and in inspecting property; listen for unusual sounds.

Coordination and Dexterity: Use handcuffs and leg chains; lock and unlock doors; close gates rapidly in emergencies; perform searches.
--

Strength and Stamina: Restrain/subdue wards; break up fights; and carry wards to seclusion room or other locations; and walk and stand prolonged hours.

Mobility: Chase and apprehend escaping wards and participate in manhunts.

Desirable Qualifications: Youth Corrections Supervisor Experience; training experience; completion of coursework in the Criminal Justice, human behavior and learning (e.g., in psychology, sociology, or related social science) and/or related fields; and the ability learn quickly and react positively to constructive criticism.

JOB DESCRIPTION ESTABLISHED: August 3, 2007